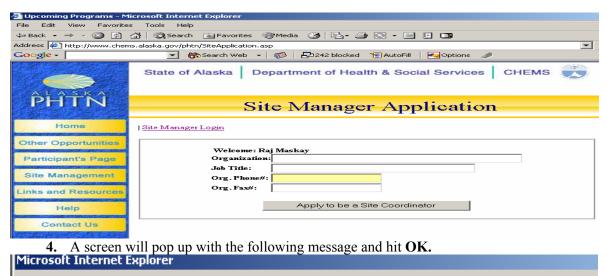
Applying for Site Manager (Coordinator) at APHTN

- 1. Go to http://www.chems.alaska.gov/phtn/
- 2. Click "Site Management"



Note: You need to be a registered participant before applying as a site manager. If you are already a registered participant then the system will ask your participant email and password. (If you are taken to the "Participant Log In" page, please see "Becoming a New Participant" PDF File, and register to be a participant first)

3. Fill in the blanks with your info and hit the "Apply to be a Site Coordinator" button.



You have been submitted as a pending site coordinator to the APHTN administrator. You will be contacted application is processed. Please give 1 to 2 business days for processing.

OK

You will be notified in a few days if you have been accepted. When you get that message, you can now begin assigning programs to your site. (or See "Managing a Site" page).

Managing a Site at APHTN

- 1. Go to http://www.chems.alaska.gov/phtn/
- 2. Click Site Management
- 3. Click on "Log on as Site Manager" button
- 4. Select your site from Add First Site drop down box and click on "Select this Site To Coordinate" button. You have to do this only once, first time.



5. Click on Site Selection and Maintenance.

In this window you can choose a new site, change sites, or delete site from your maintenance list. Some people maintain many viewing sites. Make the needed selection and then click the button below.

6. On <u>Change Current Site dropdown box</u> Select your site by clicking on the <u>arrow</u>. And click on "Change to the Selected Site' button.



7. After **Selecting your site** (as seen above For Site: Dept of Health and Social Services, AOB # 519) click "Add New Program to This Site" button. All APHTN programs that are not being shown at your site will be available. Pick one program and click "Add Program" button. You will then be sent back to the previous window where the new class will now be listed. When you are done adding programs to your site please click on "Logout" button.

If you are unable to make changes to your site or your site is not listed, feel free to contact us. Thank you for your interest in the Alaska Public Health Training Network.